

Supreme Court of Nevada
ADMINISTRATIVE OFFICE OF THE COURTS

ROBIN SWEET
Interim Director and
State Court Administrator



SCOTT SOSEBEE
Deputy Director
Information Technology

VERISE V. CAMPBELL
Deputy Director
Foreclosure Mediation

**Court Systems Analyst – Data Integration
Position #0011**

This position is with the Administrative Office of the Courts, Judicial Branch Technology Project Support Section and will support the state-sponsored trial court integration efforts. Under minimal direction, the successful candidate performs business and/or system analysis in support of enterprise level IT systems and technology projects by implementing, maintaining, and modifying various platforms of information systems. Incumbents are required to define and implement a solution to a given problem that requires an individually tailored response for end-user requirements. Incumbents must have the ability to assist in the coordination and training of junior- and entry-level personnel; extract logical commonalities among classes of problems; logically analyze problems of considerable complexity; test and validate information systems; decompose problems into constituent parts; interview users to identify needs; make decisions and use independent judgment (independently choose appropriate action after reviewing alternatives); communicate effectively orally and in writing; and maintain effective working relationships with others.

Incumbents must have a detailed knowledge of system documentation principles; business process planning and analysis; principles of designing test procedures; principles, practices and procedures required to develop, design and implement information system-based solutions in a wide range of problem domains; data processing concepts including general database, system security, data communication and multiple platform strengths and weaknesses. This is a senior-level position and the incumbent is required to be fully competent to independently perform assigned duties. Incumbent will work on other major projects as part of a team and may be solely responsible for smaller projects.

This position is located in Carson City, Nevada.

Education and Experience: Bachelor's degree from an accredited college or university with major course work in business, public administration, computer science, management information systems, or closely related field and three years of progressively responsible professional IT experience relevant to the duties of the position which may include systems administration, network administration, database administration, business analysis, applications analysis and development, and/or information security, one years of which were at the junior-level or project management capacity; OR an equivalent combination of education and experience.

Salary Range: \$48,462.48 - \$60,405.84 DOE, employee/employer paid retirement

The stated salary range represents entry level to maximum compensation. Salary offers are based on a wide array of factors such as a candidate's experience, skills, education, as well as budget availability. Once hired, salary growth within the job classification will be based on performance.

The Supreme Court of Nevada offers the compensation package available for all State of Nevada Employees which includes a choice of health insurance plans, enrollment into the Public Employees Retirement System (PERS), eleven paid holidays, and paid annual and sick leave.

Application Process:

In order for you to be considered for this position, you must complete a Supreme Court of Nevada Employment Application, a cover letter, and a resume. It is your responsibility to provide specific, accurate and complete information describing how you meet the minimum qualifications in your original application materials. Applications are available at WWW.NEVADAJUDICIARY.US under the Administrative Office tab, where the application may be completed online and then printed and mailed or delivered to:

Cynthia Sampson, Personnel Analyst
Administrative Office of the Courts
Supreme Court Building
201 South Carson Street, Suite 250
Carson City, Nevada 89701-4702

You may also submit your application packet:

- via e-mail to: courtsystems@nvcourts.nv.gov
- via fax to: (775) 684-1777

This announcement will remain active and applications will be accepted until the position has been filled.

The Supreme Court of Nevada is an equal opportunity employer. If accommodation for a disability is needed during the application or examination process, contact the Personnel Analyst at 775.684.1744.